

The purpose of **STANDARD VI - MEDIA SERVICES** is to support the

The media services at the College are provided by a centralized media facility and by individual centers within each program of instruction. The centralized media facility, which is located in the instructional media department, offers a variety of media materials and services.

Presently, the space allotted for the centralized media facility is inadequate. However, the College's long-range plans include the construction of a learning resource center that will house media services.

Media services are provided in all departments as an integral part of each program. Consequently, resource materials are readily available for student and faculty use. Each department maintains audio-visual materials and equipment, reference books, periodicals, and manuals of a business, professional, technical, and industrial nature.

The centralized storage facility contains audio-visual aids which are available to each department through a check-out and check-in system. State proration and funding cuts have prevented the purchase of large quantities of up-to-date materials and equipment. However, during the past five years, Title III, a federally funded program, has assisted in the purchasing of audio-visual materials and equipment.

The plan for media services, a copy of which is available in the media center, was developed by the media specialist with input from the faculty, staff, and administration.

The scope of the services are appropriate to support the purpose and philosophy of the institution. The plan includes acquisition and organization of materials and resources for instructional programs, physical facilities, hours of service, reference services, assistance in locating instructional materials on and off campus, assistance with developing instructional materials, and provisions for in-service education for faculty in the use of media resources.

The media center staff consists of the media specialist whose responsibilities include developing and maintaining an accountability system for all media materials; providing technical support to faculty development activities; instructing faculty and staff in the proper usage of media resources; organizing and maintaining the media resources in an accessible and operable manner; and evaluating the media center's services annually.

Each instructor is responsible for equipment and instructional aids located in his/her classroom. The acquisition and maintenance of all media equipment and materials are the responsibility of the media specialist. This responsibility is shared by the administration and the Business Manager who work closely with the teacher when requests are made for the purchasing of equipment and materials to be used as aids, or when the need arises to repair or service existing media.

The media specialist holds a diploma and various certificates in consumer electronics. He has 25 years of technical experience with an educational background in audio-visual production, photography, and audio-video media processing.

The media specialist works with the faculty in obtaining necessary materials and/or equipment located within the centralized media facility. Assistance in using any equipment is available to individual instructors.

When new materials are purchased for the centralized media facility, their availability is made known to the instructors, and equipment is checked out when the instructors need a particular item.

The media specialist keeps faculty informed of new acquisitions and availabilities by announcements in faculty meetings and/or memorandums.

Faculty members make input concerning the selection and purchase of instructional materials and equipment by making requisitions to the Dean of Instruction. The Dean and the Business Manager help to determine the feasibility of purchasing materials and equipment, after which the requisitions are given final approval by the President or designee.

All media services are available to students between the hours of 7:30 a.m. and 3:30 p.m. as well as during the operational hours of the evening program.

Reference volumes are replaced with current editions when funds are available and/or through availability of complimentary copies.

1. Number of volumes held at the end of previous year 899
2. Number of volumes added during year 81
3. Number of volumes withdrawn during year 36
4. Total number of volumes held at end of current year 896
5. Number of reels of microfilm held at end of current year 0
6. Number of serial titles, excluding duplicates, on order at end of current year 0

Area-if in department or room	Volumes Held	Area-if in department or room	Volumes Held
Barbering	270	Developmental	1405
Auto Body	327	Related Comm.	139
Carpentry	90	Related Math	174
Commercial Sewing	43	Secretarial	578
Electricity	92	Small Engine	14
Graphic Arts	18	Upholstery	8
Plumbing/Pipefitting	238	Masonry	80
Commercial Foods	75	Electronics	66

	NUMBER
Motion picture projectors	<u>4</u>
Radios	<u>1</u>
Television sets	<u>3</u>
Opaque projectors	<u>0</u>

\_\_\_\_\_ Overhead projectors if purchased by the 12  
 \_\_\_\_\_ upon Record players acutely and availability of 1 funds. How  
 \_\_\_\_\_ Tape recorders live, inventoried, and distributed to 3  
 \_\_\_\_\_ Projection screens the Business Manager 12  
 \_\_\_\_\_ Equipment for instruction by TV and programs 3  
 \_\_\_\_\_ Copying machines additional faculty will 4 the program  
 \_\_\_\_\_ Listening stations for earphones in the 30 music room  
 \_\_\_\_\_ Portable tables on which to rest and ~~craft~~ committed 6  
 \_\_\_\_\_ transport equipment  
 Periodically the individual media centers are evaluated by 315  
 \_\_\_\_\_ Visual aids  
 \_\_\_\_\_ Personal personnel to assist with currency 4  
 \_\_\_\_\_ Video cassette recorder 3  
 \_\_\_\_\_ Video camera and recorder 3  
 \_\_\_\_\_ Other (Tape players, etc.) 21

Types of Materials	Total Number	Types of Material	Total Number
Films	11	Tape (Videotapes)	79
Filmstrips <del>are housed</del>	211	Slides <del>media service</del>	420
Disc Recordings <del>state of art</del>	3	Tape Recordings <del>service</del>	504
Models <del>equipment</del>	10	Others (film Proj.)	323

3. Delay in completing parts for minor repairs.

4. The Business Manager is responsible for purchasing, managing, inventorying, recording, and distributing media materials. The inventory is updated annually. A record is kept for each piece of equipment. The record includes serial number, model number, purchase price, and vendor.

New media equipment is purchased by the Business Manager upon request of faculty and availability of funds. New equipment is received, inventoried, and distributed to requesting faculty by the Business Manager.

The effectiveness of the individual program media centers is evaluated by the individual faculty within the program, students performance, skill development in the content areas, grades, follow up of graduates, and craft committees. Periodically the individual media centers are evaluated by administrative personnel to assist with currency.

#### SUMMARY EVALUATION

##### STRENGTHS

1. Access to some of the latest state-of-the-art equipment.
2. Varied relevant courseware in individual department.
3. Centralized media support department.

##### WEAKNESSES

1. Inadequate housing for centralized media services.
2. Not enough state-of-the-art multi-media materials and equipment.
3. Delay in obtaining parts for minor repairs.
4. Developing a preventative maintenance plan.